



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

New Mexico State Office
1474 Rodeo Road
P.O. Box 27115
Santa Fe, New Mexico 87502-0115
www.nm.blm.gov



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Instruction Memorandum No. NM-2006-13
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To: DMs, FM, DSDs, Chief-OEA, and EEO Manager

From: State Director

Subject: Hazard Communication Program

Program Area: Safety Management

Purpose: To provide guidance and establish procedures to ensure that all hazardous chemicals at Bureau of Land Management (BLM) facilities are properly identified and controlled to provide a safe and healthful workplace for employees, visitors, and contractors.

Policy/Action: The use of hazardous chemicals in the facility shall be minimized to the extent possible. Individual supervisors are directly responsible for the safety and health of employees and play an important role in ensuring that employees involved in the use of hazardous chemicals comply fully with the provisions of the Hazard Communication Plan. The following summarizes requirements included in the Hazard Communication Program:

- The Safety Officer/Coordinator shall maintain the chemical inventory listing for the District/Field Office.
- Each chemical or product listed on the inventory must have an accompanying Material Safety Data Sheet (MSDS). This form should be placed near the area where the chemical is used to provide a ready reference for all employees. A notebook of all MSDS documents may be kept in each area.
- Supervisors are responsible for informing the Safety Officer/Coordinator of all new chemicals brought into the workplace and providing a copy of the MSDS.
- Any employees involved in the use of hazardous chemicals shall be trained in the physical and health hazards of the chemical as specified in the MSDS.

Timeframe: This policy is effective immediately.

Budget Impact: This policy is not expected to result in additional costs not normally associated with the Program.

Background: The previous Instruction Memorandum on the Hazard Communication Program has expired and needs to be renewed. The Program provides basic guidance to the field and will need to be supplemented to ensure District/Field Office policies are site-specific to their operational needs.

Manual/Handbook Sections Affected: Supplemental to the BLM Manual Handbook 1112-1, Safety and Health Management.

Coordination: Safety and Occupational Health.

Contact: Art Segovia, Safety Engineer, (505) 438-7678.

Authenticated by:
Flannery Davis
Staff Assistant

Signed by:
Linda S.C. Rundell

1 Attachment:

1 - New Mexico State Office Hazard Communication Program (6 pp)

Distribution

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